



# United States Department of the Interior

## FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

### DIRECTOR'S ORDER NO. 165

Subject: Attendance at Department of Defense Schools in Guam and Puerto Rico

**Sec. 1 What is the purpose of this Order?** This Order establishes policy on attendance at Department of Defense (DoD) elementary and secondary schools in Guam and Puerto Rico.

**Sec. 2 What employees are affected by this Order?** This Order applies only to eligible employees living and working in Puerto Rico or Guam.

**Sec. 3 Who may attend DoD schools?** Dependents of Service employees residing in Guam or Puerto Rico may attend DoD elementary and secondary schools in those locations if the Regional Office approves participation in the program. The Region must reimburse DoD for the cost of educational services provided to dependents of qualified employees.

**Sec. 4 What are the eligibility requirements?** Eligibility to attend DoD elementary and secondary schools is based upon the Federal employment status of the parent/legal guardian. The following requirements must be met:

a. The parent or legal guardian must be a full-time Federal civilian employee in a grade, position, or classification subject by policy and practice to transfer or reassignment to areas where English is the language of instruction in schools normally attended by the children of such Federal employees.

b. Dependent children must reside with the parent or legal guardian.

**Sec. 5 Who approves the payment of education expenses for dependents to attend DoD schools?** Regional Directors have the authority to reimburse DoD for tuition expenses from their existing funds. This authority may be further delegated to the Assistant Regional Directors. The Department and the Service will not provide additional funding for tuition requirements.

**Sec. 6 What is the approval process?**

a. Regional Directors may approve requests for dependents of Service employees to attend DoD schools in Guam and Puerto Rico. This authority may be further delegated to the Assistant Regional Directors.



b. Regions must forward a signed certification of an eligibility letter to the Chief, Division of Human Resources for submission to the Department. The eligibility letter must include:

(1) Full name of parent/legal guardian, position title, and whether or not the employee is in the excepted service.

(2) Full names and ages of children to attend the DoD school.

(3) Date of initial enrollment for each child.

c. The Department's Office of Personnel Policy will forward all requests to the School Board. Admission of dependent children to DoD elementary and secondary schools is contingent upon receipt of the certification documentation.

**Sec. 7 Is participation in this program an entitlement for employees working in Guam and Puerto Rico?** This is a discretionary program subject to the approval of the Regional Director.

**Sec. 8 Are there any reporting requirements associated with this program?** The Regional Human Resources Office must prepare an annual report to the Division of Human Resources for submission to the Department upon request.

**Sec. 9 When is this Order effective?** This Order is effective immediately. We will incorporate its contents in Part 223 of the Fish and Wildlife Service Manual. This Order will expire on March 31, 2005, unless it is amended, superseded, or revoked.

A handwritten signature in black ink, appearing to read 'M. J. Jones', is written over the title 'DEPUTY DIRECTOR'.

DEPUTY DIRECTOR

Date: February 17, 2004